

Succession Planning Checklist

- ☐ Secure 100% sponsorship & support from leaders
- ☐ Develop a Communication Plan
- ☐ Inform the organization of the planning process
- ☐ Form a Succession Planning Team
- ☐ Develop a timeline for the planning process
- ☐ Include communication and feedback milestones
- ☐ Engage others in the process
- ☐ Collect and analyze data, gaps
- ☐ Develop strategies
- ☐ Develop plans to implement, monitor, assess & revise your succession plan
- ☐ Complete and circulate the plan, and address questions
- ☐ Implement the plan
- ☐ Monitor success in meeting implementation milestones in the succession plan
- ☐ Assess success in meeting performance milestones in the succession plan
- ☐ Revise the succession plan based on the assessment